



King County
PHARMACY ASSISTANT A
(PHARMACY TECHNICIAN A)
PUBLIC HEALTH – SEATTLE & KING COUNTY
COMMUNITY HEALTH SERVICES/NORTH PUBLIC HEALTH CENTER
JAIL HEALTH SERVICES/KING COUNTY CORRECTIONAL FACILITY (DOWNTOWN SEATTLE)
Hourly Rate Range \$13.96 - \$17.69 (2004 Rates)
Job Announcement: 05RL5677
OPEN: 12/5/05 CLOSE: Open Until Filled

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104 or fax to (206) 205-5430.** Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Dot McKim at (206)205-8771 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: This position works at North Public Health Center, 10501 Meridian Avenue North, Seattle, WA, 98133, AND King County Correctional Facility (Downtown Seattle), 500 Fifth Avenue, Seattle, WA 98104.

WORK SCHEDULE: This position is overtime eligible and works a 28 hour work week; Mondays (8-hour shift) at King County Correctional Facility (Downtown Seattle), Tuesdays & Thursdays (10-hour shifts) at North Public Health Center; some rotating evenings; may include weekends. In 2005 this is a 0.7 FTE position; in 2006 this is a 0.75 FTE/30 hours per week position. Additional hours up to 40 hours per week may be available at other Jail Health & Public Health Pharmacy sites.

PRIMARY JOB FUNCTIONS INCLUDE: This position assists the pharmacist by processing prescriptions, maintaining patient profiles, filling orders, ordering medications, maintaining pharmaceutical inventory and assuring that the pharmacy program is in compliance with all relevant state and federal rules and regulations. This position operates under the direction and oversight of a licensed pharmacist. These duties include:

- Process prescriptions and maintain patient profiles in pharmacy computer system.
- Accurately interpret prescriptions including drug name, strength, directions, dosage forms and generic equivalents.
- Perform accurate calculations and conversions for solids, tablets/capsules, and liquids.
- Re-package and label prescribed medications.
- Maintain inventory control including purchasing, receiving and placing in stock all drug and pharmacy supplies.

- Update and maintain effective drug inventories based on use or projected use.
- Deliver drug orders and re-stock appropriate drug storage locations throughout Jail Health Services.
- Maintain security measures to properly safeguard drug inventory.
- Maintain and monitor records for returns and outdated drugs from throughout the facility and return outdated merchandise and recalled drugs to manufacturer.
- Perform other functions as directed by the Pharmacy Manager.

QUALIFICATIONS:

- Knowledge of the legal requirements of a Pharmacy Technician A.
- Knowledge of drug names, strength, dosage forms, generic equivalents and storage requirements.
- Knowledge of pharmacy practices and procedures.
- Basic mathematics calculation skills.
- Communication (oral and written) skills.
- Skill in working in a team environment.
- Skilled in prioritizing and completing multiple tasks simultaneously.
- Skilled in problem solving.
- Skilled at working with a diverse population.
- Ability to learn, interpret, and apply complex policies and procedures.
- Skilled at adapting to changes in workload demands.
- Ability to perform accurate and efficient data entry.
- Skilled at operating automated pharmacy practice management systems including, but not limited to, patient look up and charge entry functions.
- Skilled in the use of multi-line telephone systems as well as other office equipment including TDD machines, fax machines, copiers, label makers, and printers.
- Skilled at providing excellent customer service with discretion, patience and professionalism in person and over the phone. Demonstrated knowledge of good customer service etiquette and concepts.
- Skilled at communicating in a pleasant, non-judgmental, respectful, culturally sensitive manner under varying levels of stress
- Skilled at handling difficult interpersonal interactions with discretion and diplomacy.
- Skilled at maintaining confidentiality.
- Ability to gain functional knowledge of medical terminology.
- Ability to move up to 25 pounds from one location to another and the ability to repeatedly sit and stand throughout the day.

DESIRED QUALIFICATIONS: The most competitive candidates will meet the criteria below.

- Education – High school diploma or GED certificate
- Experience – Two (2) years of experience as a Pharmacy Technician and/or graduation from a Pharmacy Technician training program.
- Bilingual in English and Spanish is desired.
- Washington State Drivers License or the ability to travel to work locations in a timely fashion with limited or no public transportation services.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.
- Washington State Board of Pharmacy, Pharmacy Technician certificate.

UNION MEMBERSHIP: This position is represented by the IFPTE, Local 17.

CLASS CODE: 8349 SEQUENCE NUMBER: 3485